



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
UNITED STATES ARMY GARRISON-DETROIT ARSENAL
6501 E. ELEVEN MILE ROAD
WARREN MI 48397-5000

IMNE-MIG-PL

FEB 13 2009

MEMORANDUM FOR Detroit Arsenal Assigned and Attached Personnel

SUBJECT: Policy Memorandum #14, Detroit Arsenal Building 200/230 Courtyard and Building 229/231 Loading Dock Access Procedures

1. REFERENCE.

- a. IMCOM HHA AT/FP Out brief and Final Report, visit on 28-31 Aug 06
- b. UFC 4-010-01, DoD Minimum AT Standards for Buildings, 19 Jan 07
- c. AR 525-13, Antiterrorism, 11 Sep 08
- d. AR 190-13, Physical Security Program, 30 Sep 93

2. PURPOSE. To establish standardized procedures IAW Reference 1.a for access to the Courtyard areas located at Buildings 200 and 230 and the loading dock area at Buildings 229 and 231 on the Detroit Arsenal (DTA), Warren, Michigan.

3. APPLICABILITY. IAW References 1.b and 1.c, this memorandum applies to all Detroit Arsenal personnel, tenants and contractors that require vehicle access to the internal courtyard parking areas of Buildings 200 and 230 or the loading dock areas of Buildings 229 and 231.

4. POLICY. Only authorized personnel have unlimited access to the courtyards and loading docks in the performance of their official duties. Prior notification and coordination must be made with DA Police when operational commitments require access to the Courtyards or loading docks on a case by case basis. During an emergency, DA Police personnel will provide assistance. The parking of Privately Owned Vehicles (POVs) in the courtyard areas at Buildings 200 and 230 or loading dock areas at Building 229 and 231 is prohibited, except as outlined in Para. 5.c and 5.d of this policy.

5. PROCEDURES.

a. DA Police, Guard, Fire Department personnel. Directorate of Emergency Services (DES) and select support contractors with emergency response functions will have unlimited access.

b. Assigned Personnel. Based on written justification and approval, select assigned personnel are allowed access on an unlimited basis. Request(s) for unlimited access will be submitted to DES Physical Security Branch on organizational letterhead, providing justification

IMNE-MIG-PL

SUBJECT: Policy Memorandum #14, Detroit Arsenal Building 200/230 Courtyard Gate Entry / Exit Restrictions

for access, number of gate openers required, and names of personnel and descriptions of vehicles to be authorized. Request must be routed to:

Directorate of Emergency Services
IMNE-MIG-ESP-P
Mailstop 183
6501 E. Eleven Mile Road
Warren, MI 48397-5000

c. Base Operations Contractors. Contractors assigned through Base Operations Support contracts will be afforded unlimited access to the courtyards to execute their assigned missions in support of facility maintenance. Task Order Contractors will provide justification for unlimited access as listed in Para. 5.b.1 above, and will be limited in scope to the timelines stated in the individual task order of their contract. **Any POV used in support of contractor operations will be searched by ACP personnel at the Main Gate prior to courtyard entry each day that entry is necessary.**

d. Deliveries. Only authorized vehicles that have been properly screened and drivers credentials verified by Access Control Point (ACP) Security personnel will be allowed access into the parking areas inside the Courtyard Gates or loading docks. Vehicles will be allowed limited access to deliver goods/materials. Delivery personnel will provide identification for issuance of a remote control device to enter/exit the Courtyards or loading docks, and return the remote control device to posted security personnel prior to departure of the installation. **Personnel who utilize a POV for deliveries into the courtyards shall have the vehicle searched by ACP personnel at the Main Gate prior to courtyard or loading dock entry each day that entry is necessary.** Remote control devices assigned to the Main Gate for deliveries shall be accounted for at each shift change by ACP personnel.

e. Execution. ACP Security personnel are responsible for implementation and enforcement of procedures in support of this policy letter. ACP Security personnel will ensure that all remote control devices are properly accounted for at each shift change, and will ensure a current on-hand record of inventory is maintained. All discrepancies will be immediately reported to the DA Police Operations Section. Reported Lost/Missing/Stolen remote control devices will be disabled to ensure only authorized personnel/vehicles gain access into the courtyard areas.

f. Exceptions. Users requiring limited special access through the Courtyard or Loading Dock Gates based on urgent mission requirements, specialized vehicle requirements, or in support of special events as supported by command authorities shall apply the following procedures:

IMNE-MIG-PL

SUBJECT: Policy Memorandum #14, Detroit Arsenal Building 200/230 Courtyard Gate Entry / Exit Restrictions

1) Prior notification to DA Police desk by telephone at 4-5564 with time of arrival at either Courtyard Gate or loading dock, vehicle description, number of occupants, and purpose of entry/exit.

2) The on-duty DA Police personnel will determine approval of request for access based on current situations. Personnel shall be informed of approval or disapproval by the DA Police Dispatcher.

3) Once approved, DA Police shall coordinate access. A government POC will be required to verify identification credentials, and maintain security while the gate is open. At no time will the Courtyard or Loading Dock Gates be left opened and unattended.

6. Supersedes policy memorandum of same subject dated 16 Mar 07.

7. PROPONENT. The Directorate of Plans, Training, Mobilization and Security (DPTMS) is the proponent for this USAG-DTA policy. POC is the Director, DPTMS, Commercial 586-574-7867, or DSN 786-7867.


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